

CLASSIFICATION: LEGAL SECRETARY III

Class Code: 5693-13

Date Established: 12-10-93

Occupational Code: 1-2-4

Date of Last Revision: 9-1-15

Exempt Status: Non- Exempt

BASIC PURPOSE: To monitor legal secretarial support services for a law office or legal organizational unit.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Takes dictation and/or transcribes legal tapes and types handwritten materials, including pleadings, correspondences and other specialized legal documents and memoranda.
- Prepares briefs, including proofreading, checking law library for correct quotations, checking citations for correct format, and preparation of tables of authorities and contents.
- Refers inquiries from citizens, attorneys, legislators and businesses and the media to appropriate agency personnel.
- Contacts federal and state agencies, citizens, legislators, attorneys and court personnel to schedule hearings and meetings.
- Transcribes depositions, interviews, hearings, and produces transcription in discoverable form.
- Organizes and maintains case files, researches files and form files enabling prompt retrieval of documents.
- Operates word processing equipment to produce court-ready legal documents and correspondence from drafts and to compose routine letters or correspondence not requiring official action.
- Supervises the work of other Legal Secretaries and clerical assistants assigned to the legal unit.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or two years of college with a major in law, paralegal studies, a related legal field or secretarial science. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in a secretarial position, including experience in a legal office or an area which provided experience with legal terminology. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS:

For appointment consideration, Legal Secretary III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

RECOMMENDED WORK TRAITS: Knowledge of modern office equipment and methods of operation. Knowledge of English usage, including spelling, punctuation and grammar and legal terminology. Knowledge of legal forms. Knowledge of agency rules, regulations and functions as they pertain to the work performed. Knowledge of procedural rules of state and federal court systems. Skill in transcribing dictation to include legal language. Skill in typing accurately and rapidly. Skill in word processing. Ability to compose correspondence in acceptable form. Ability to supervise other state employees engaged in similar work. Ability to work independently on complex tasks. Ability to read and interpret legal records. Ability to use courtesy and tact with visitors and callers. Ability to establish and maintain effective relationships with superiors, other employees, officials of state, local or federal governments and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.